Topic Chair Tutorial

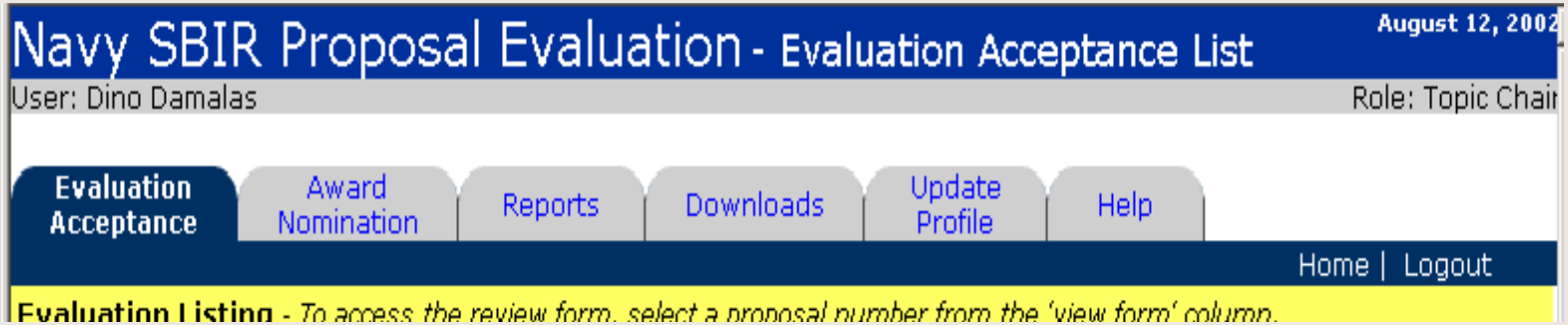
Topic Chair Tutorial for the Navy SBIR Proposal Evaluation Web Site v2.0

Overview

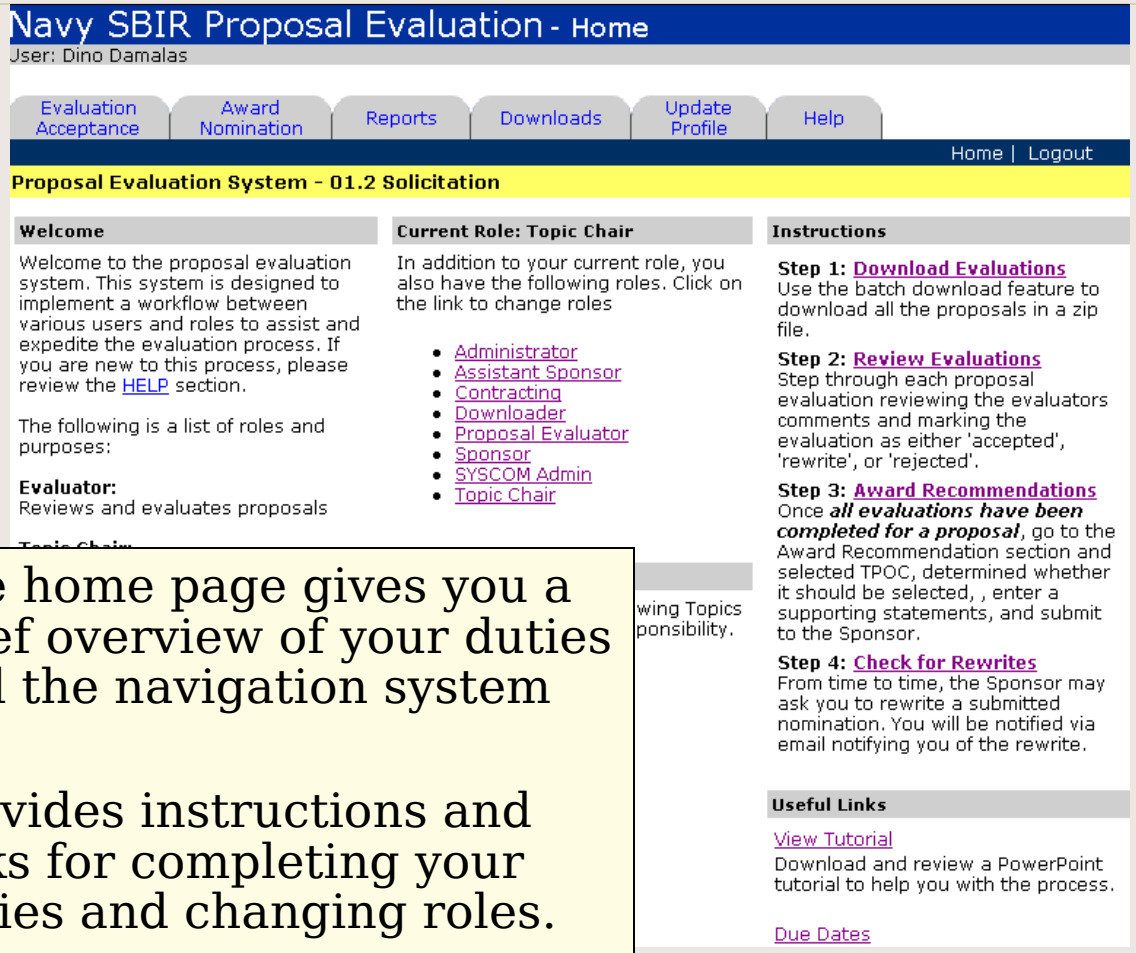
- As a Topic Chair, you have two primary functions.
  - Review and accept evaluations from Evaluators
  - Complete and submit a nomination summary to the Sponsor (after all evaluations have been accepted)

Navigation

- Navigation through the site is done using the tab bar located at the top of the page.
- Evaluation Acceptance tab displays all evaluations submitted by Evaluators for review.
- Award Nomination tab displays Nomination Summaries to be submitted to the Sponsor.
- Reports shows various reports related to your proposals.
- Downloads allows you to batch download proposals
- Update Profile is where you may edit your contact information or change roles.
- Help is where you can find assistance with the site.



Home Page

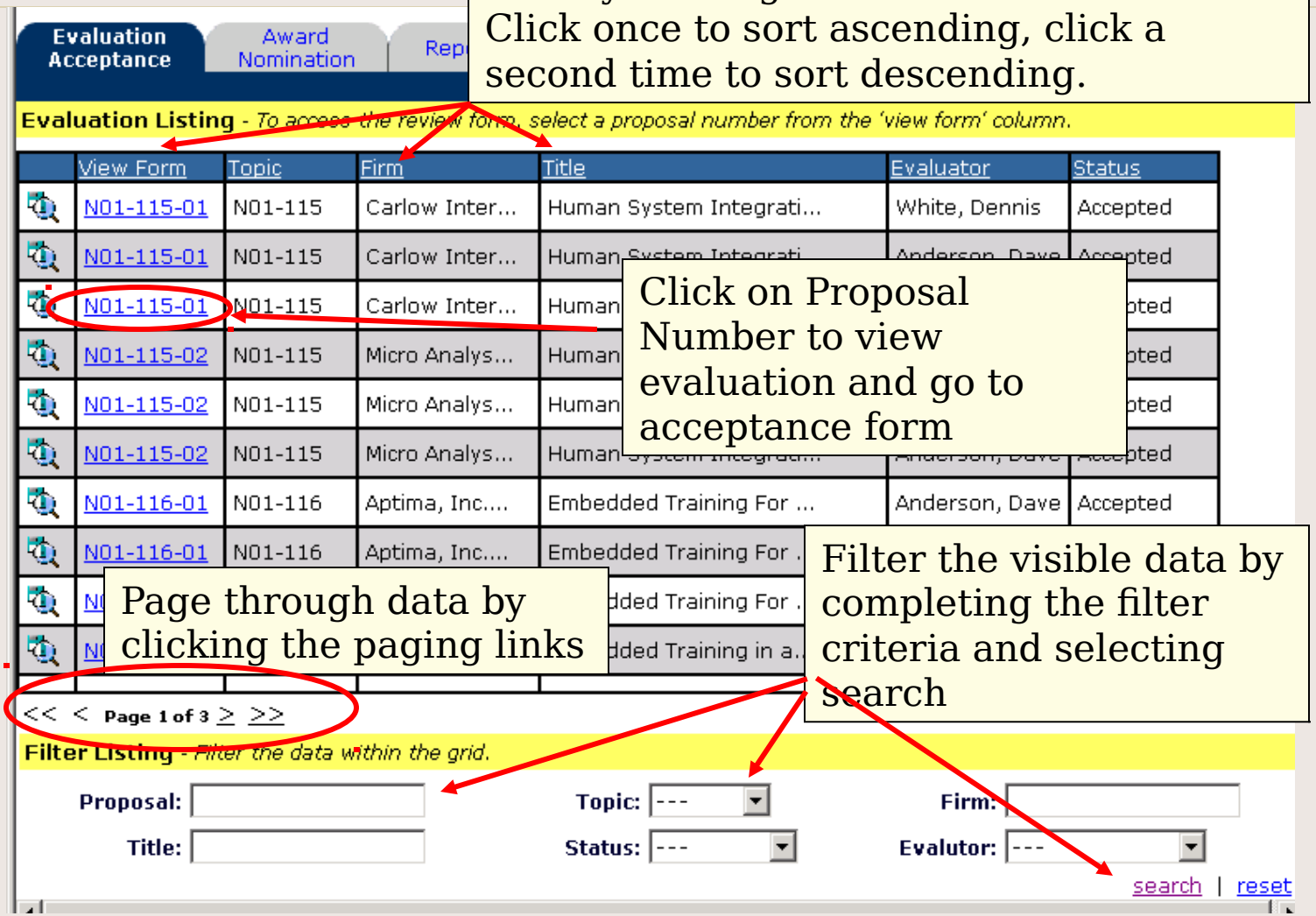

Navy SBIR Proposal Evaluation - Home
User: Dino Damalas
Evaluation Acceptance
Award Nomination
Reports
Downloads
Update Profile
Help
Home | Logout
Proposal Evaluation System - 01.2 Solicitation
Welcome
Welcome to the proposal evaluation system. This system is designed to implement a workflow between various users and roles to assist and expedite the evaluation process. If you are new to this process, please review the HELP section.
The following is a list of roles and purposes:
Evaluator:
Reviews and evaluates proposals
Current Role: Topic Chair
In addition to your current role, you also have the following roles. Click on the link to change roles
Administrator
Assistant Sponsor
Contracting
Downloader
Proposal Evaluator
Sponsor
SYSCOM Admin
Topic Chair
wing Topics
ponsibility.
Instructions
Step 1: Download Evaluations
Use the batch download feature to download all the proposals in a zip file.
Step 2: Review Evaluations
Step through each proposal evaluation reviewing the evaluators comments and marking the evaluation as either 'accepted', 'rewrite', or 'rejected'.
Step 3: Award Recommendations
Once all evaluations have been completed for a proposal, go to the Award Recommendation section and selected TPOC, determined whether it should be selected, , enter a supporting statements, and submit to the Sponsor.
Step 4: Check for Rewrites
From time to time, the Sponsor may ask you to rewrite a submitted nomination. You will be notified via email notifying you of the rewrite.
Useful Links
View Tutorial
Download and review a PowerPoint tutorial to help you with the process.
Due Dates

- The home page gives you a brief overview of your duties and the navigation system
- Provides instructions and links for completing your duties and changing roles.

Evaluation Acceptance

- The Evaluation Acceptance tab displays all evaluations submitted by Evaluators that you have access to review.
- To access the listing, click on the "**Evaluation Acceptance**" tab located in the navigation bar.
- The information is organized in a data grid which displays information in sets of 10 records. It supports advanced features such as paging, filtering, and sorting information by columns.

Evaluation Acceptance Data Grid


Sort by clicking on the column name. Click once to sort ascending, click a second time to sort descending.
Evaluation Acceptance
Award Nomination
Evaluation Listing - To access the review form, select a proposal number from the 'view form' column.
View Form
Topic
Firm
Title
Evaluator
Status
N01-115-01 N01-115 Carlow Inter... Human System Integrati... White, Dennis Accepted
N01-115-01 N01-115 Carlow Inter...
N01-115-01 N01-115 Carlow Inter...
N01-115-02 N01-115 Micro Analys...
N01-115-02 N01-115 Micro Analys...
N01-115-02 N01-115 Micro Analys...
N01-116-01 N01-116 Aptima, Inc.... Embedded Training For ... Anderson, Dave Accepted
N01-116-01 N01-116 Aptima, Inc....
Click on Proposal Number to view evaluation and go to acceptance form
Page through data by clicking the paging links
Filter the visible data by completing the filter criteria and selecting search
<< < Page 1 of 3 > >>
Filter Listing - Filter the data within the grid.
Proposal:
Topic:
Firm:
Title:
Status:
Evalutor:
search | reset

Evaluation Acceptance (cont'd)

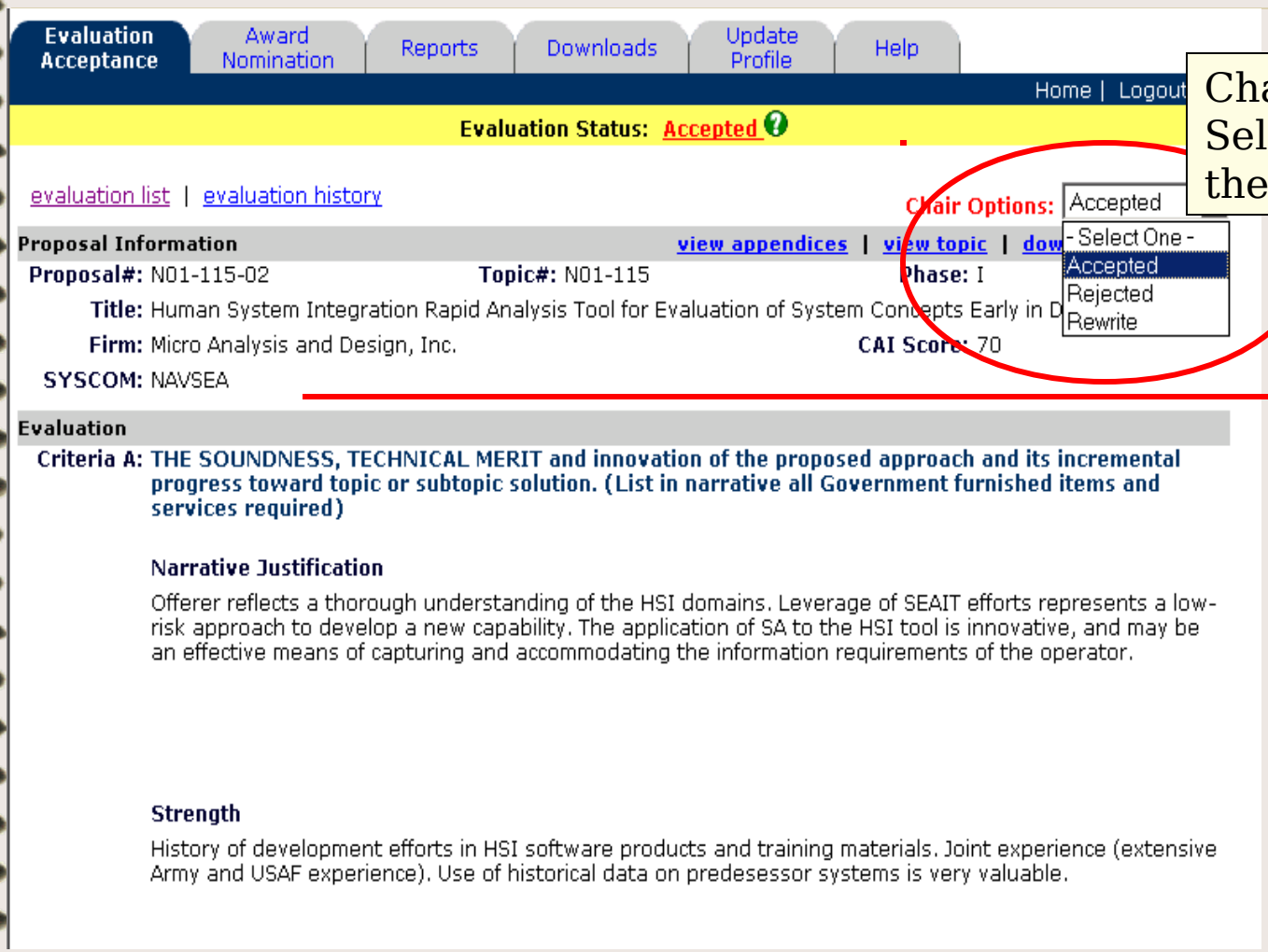
- All evaluations marked as "Submitted" must be reviewed by the Topic Chair.

- Status:
  - Submitted: Evaluator has forwarded evaluation for review
  - Accepted: Chair has reviewed and accepted the evaluation
  - Rewrite: Chair has requested that the evaluator rewrite the evaluation.
  - Rejected: Chair has rejected the evaluation (use only as last resort).
  - NonConcur: Chair requested a rewrite and evaluator does not concur with the request.
  - Draft: Evaluator is still working on evaluation

Evaluation Acceptance Worksheet

- The acceptance worksheet displays information about the proposal and the evaluation as submitted by the evaluation.
- The Topic Chair will review the evaluation and choose whether to Accept, Reject, or ask for a Rewrite.
- If the evaluation is marked as Reject or Rewrite, the Chair **must** provide justification for the decision when prompted.

Evaluation Acceptance Worksheet

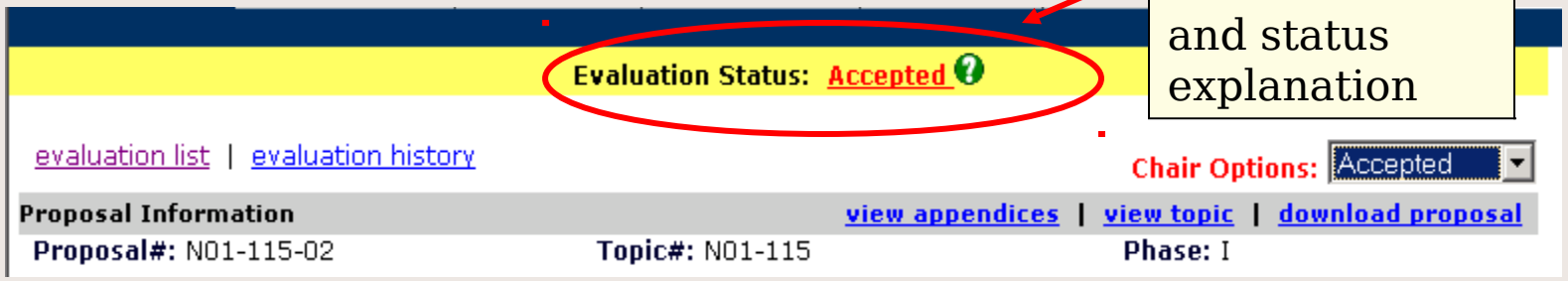

Evaluation Acceptance
Award Nomination
Reports
Downloads
Update Profile
Help
Home | Logout
Evaluation Status: Accepted
evaluation list | evaluation history
Chair Options: Accepted
- Select One -
Accepted
Rejected
Rewrite
Proposal Information
view appendices | view topic | dow
Proposal#: N01-115-02
Topic#: N01-115
Phase: I
Title: Human System Integration Rapid Analysis Tool for Evaluation of System Concepts Early in D
Firm: Micro Analysis and Design, Inc.
CAI Score: 70
SYSCOM: NAVSEA
Evaluation
Criteria A: THE SOUNDNESS, TECHNICAL MERIT and innovation of the proposed approach and its incremental progress toward topic or subtopic solution. (List in narrative all Government furnished items and services required)
Narrative Justification
Offerer reflects a thorough understanding of the HSI domains. Leverage of SEAIT efforts represents a low-risk approach to develop a new capability. The application of SA to the HSI tool is innovative, and may be an effective means of capturing and accommodating the information requirements of the operator.
Strength
History of development efforts in HSI software products and training materials. Joint experience (extensive Army and USAF experience). Use of historical data on predesessor systems is very valuable.

Chair Must Select One of the Options

Evaluation as submitted by the evaluator

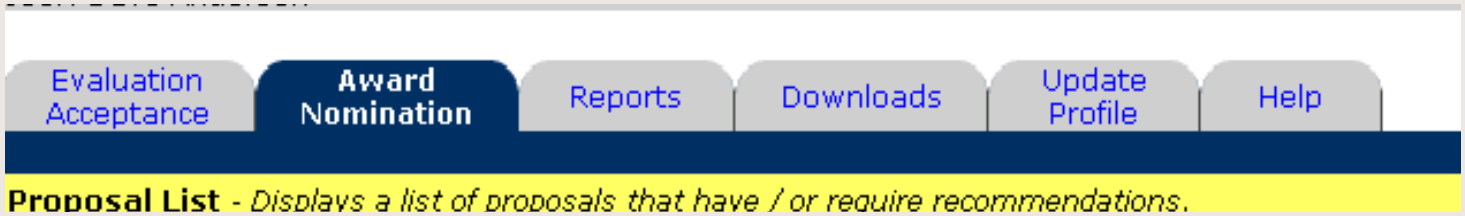
Worksheet Features

- Evaluation List – returns to the Topic Chair's evaluation list.
- Evaluation History – displays historical information about the evaluation including comments and status changes by both the evaluator and topic chair.
- View Appendices – displays the appendix a & b for the given proposal.
- View Topic – displays topic information for the associated proposal.
- Download Proposal – retrieves the proposal in PDF format. This includes the cover sheet, technical proposal, commercialization report, and the cost proposal.



Award Nominations

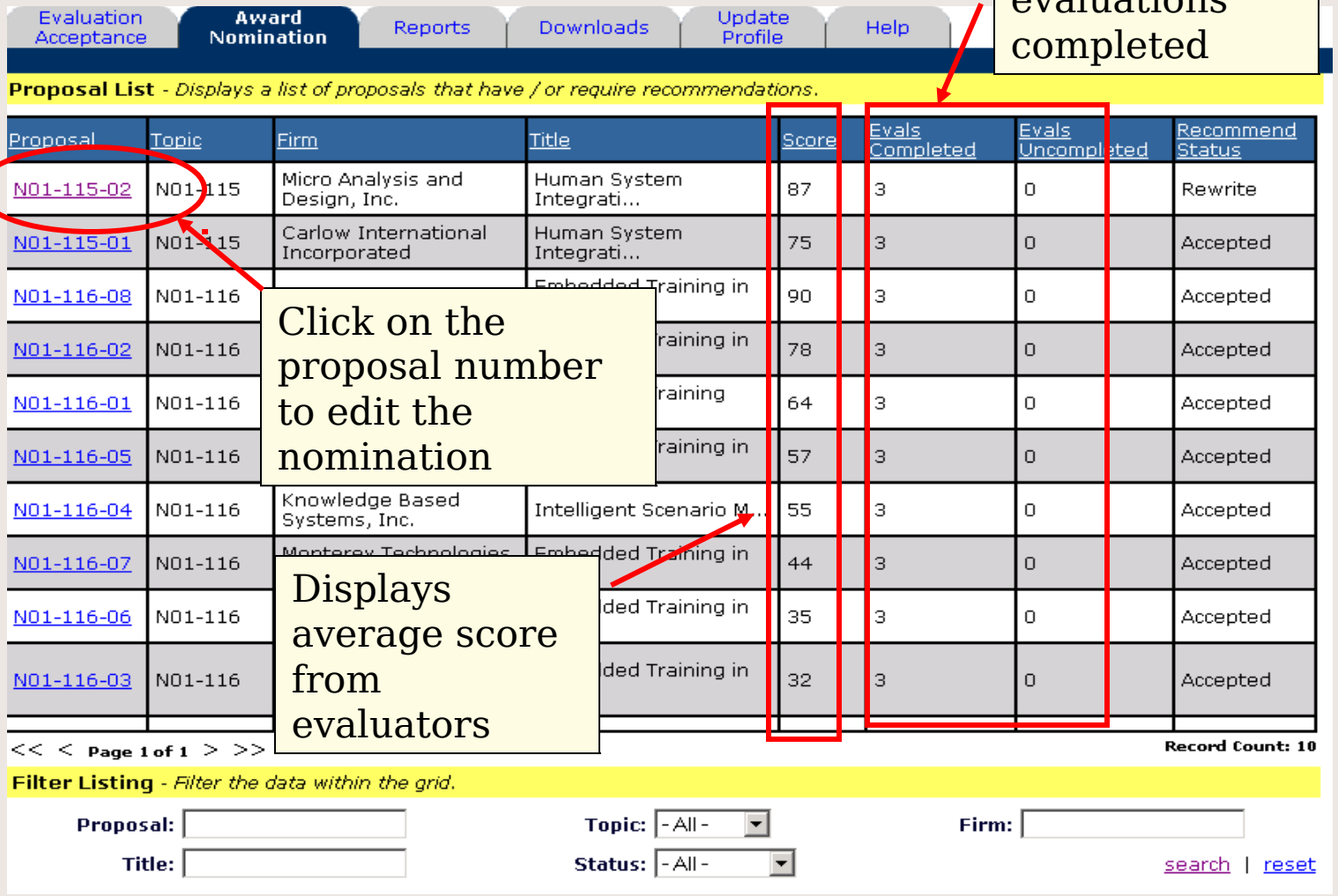
- ***After*** the Chair as completed accepting all the evaluations for a given Proposal, the Chair can then submit an Award Nomination for that proposal.
- For an Award Nomination, the Chair selects whether or not the Proposal should be funded and submits a justification for his / her decision.
- If the Proposal is recommended, the Chair must also select a TPOC. TPOC is not necessary if the Proposal is not recommended for funding.
- The Award Nominations can be accessed by selecting the “Award Nomination” tab from the navigation bar.



Award Nomination Listing

- The Award Nomination listing displays all of the Chair's proposals, 10 at a time, with the nominations current status, score, and the number of completed evaluations.
- The list has the same features as the Acceptance Listing which include sorting, searching, and paging.

Award Nomination Listing

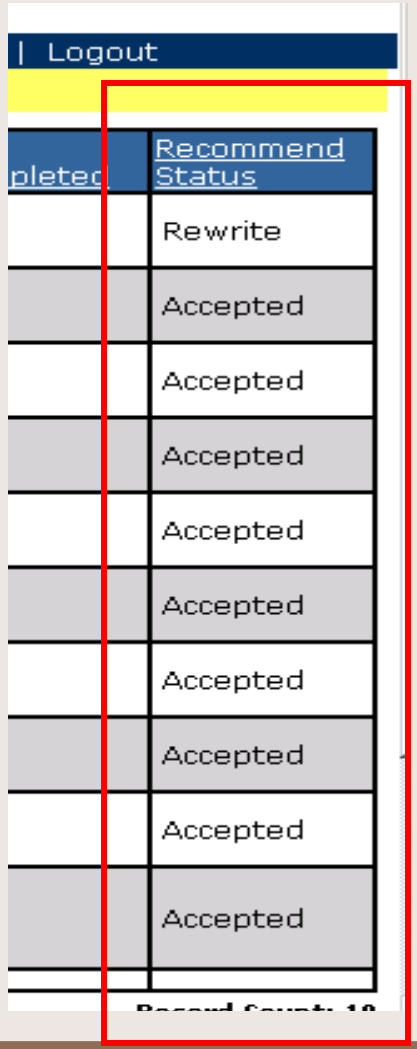

Evaluation Acceptance
Award Nomination
Reports
Downloads
Update Profile
Help
Proposal List - Displays a list of proposals that have / or require recommendations.
Proposal
Topic
Firm
Title
Score
Evals Completed
Evals Uncompleted
Recommend Status
N01-115-02 N01-115 Micro Analysis and Design, Inc. Human System Integrati... 87 3 0 Rewrite
N01-115-01 N01-115 Carlow International Incorporated Human System Integrati... 75 3 0 Accepted
N01-116-08 N01-116 90 3 0 Accepted
N01-116-02 N01-116 78 3 0 Accepted
N01-116-01 N01-116 64 3 0 Accepted
N01-116-05 N01-116 57 3 0 Accepted
N01-116-04 N01-116 Knowledge Based Systems, Inc. Intelligent Scenario M... 55 3 0 Accepted
N01-116-07 N01-116 44 3 0 Accepted
N01-116-06 N01-116 35 3 0 Accepted
N01-116-03 N01-116 32 3 0 Accepted
<< < Page 1 of 1 > >>
Record Count: 10
Filter Listing - Filter the data within the grid.
Proposal:
Topic: -All-
Firm:
Title:
Status: -All-
search | reset

Number of evaluations completed

Click on the proposal number to edit the nomination

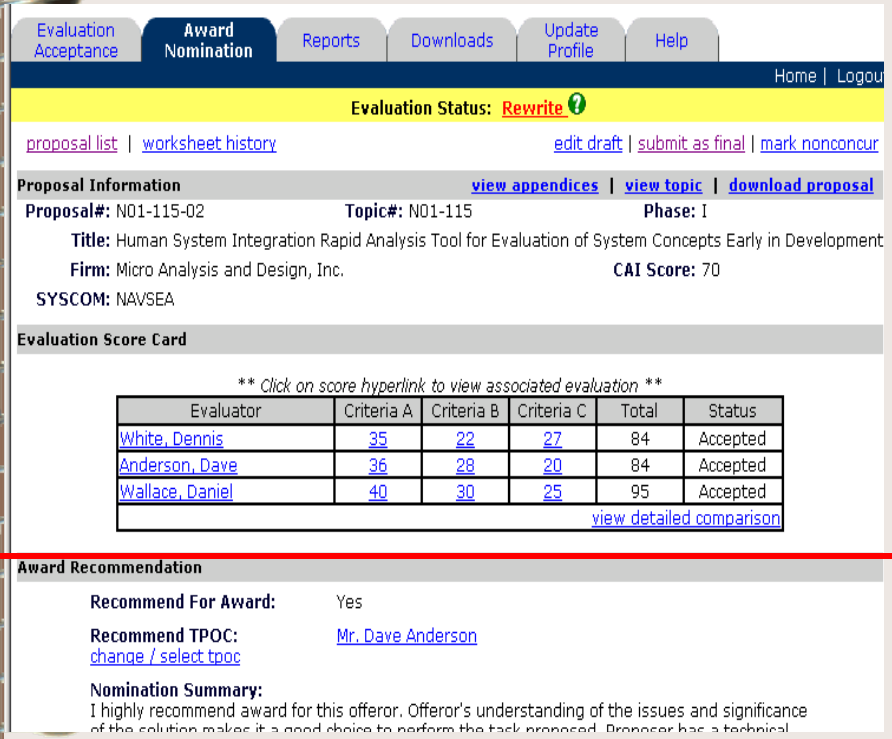
Displays average score from evaluators

Nomination Listing Status



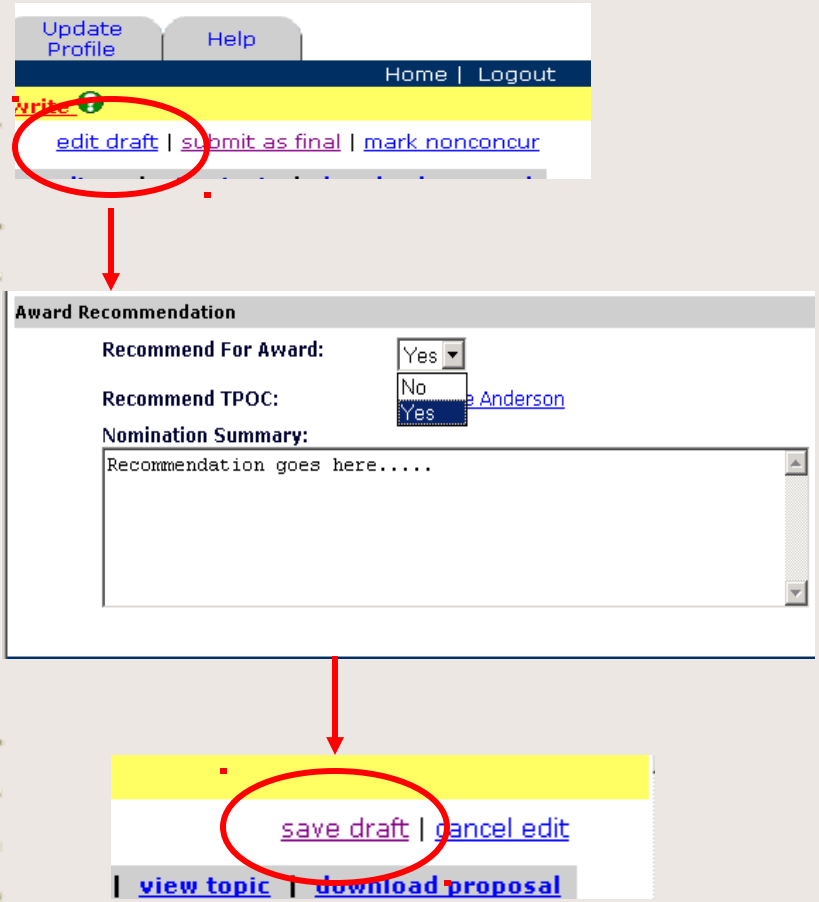
- The far left column of the data grid displays the nomination's current status.
- The topic chair can edit all nominations with a status of Accepted, Rewrite, Draft, or with no status.
- Nominations with Accepted, Rejected, or Submitted cannot be edited.
- Status:
  - **Submitted**: Nomination has been submitted to Sponsor by the Chair
  - **Draft**: Chair is still working on the Nomination
  - **Accepted**: Sponsor has reviewed and accepted the Nomination
  - **Rewrite**: Sponsor has requested a rewrite of the nomination
  - **Rejected**: Sponsor has rejected the Nomination
  - **NonConcur**: Sponsor has requested a rewrite, but the Chair does not agree.

Nomination Worksheet


Evaluation Acceptance
Award Nomination
Reports
Downloads
Update Profile
Help
Home | Logou
Evaluation Status: Rewrite
proposal list | worksheet history
edit draft | submit as final | mark nonconcur
Proposal Information
view appendices | view topic | download proposal
Proposal#: N01-115-02
Topic#: N01-115
Phase: I
Title: Human System Integration Rapid Analysis Tool for Evaluation of System Concepts Early in Development
Firm: Micro Analysis and Design, Inc.
CAI Score: 70
SYSCOM: NAVSEA
Evaluation Score Card
** Click on score hyperlink to view associated evaluation **
Evaluator | Criteria A | Criteria B | Criteria C | Total | Status
White, Dennis | 35 | 22 | 27 | 84 | Accepted
Anderson, Dave | 36 | 28 | 20 | 84 | Accepted
Wallace, Daniel | 40 | 30 | 25 | 95 | Accepted
view detailed comparison
Award Recommendation
Recommend For Award: Yes
Recommend TPOC: Mr. Dave Anderson
change / select tpoc
Nomination Summary:
I highly recommend award for this offeror. Offeror's understanding of the issues and significance

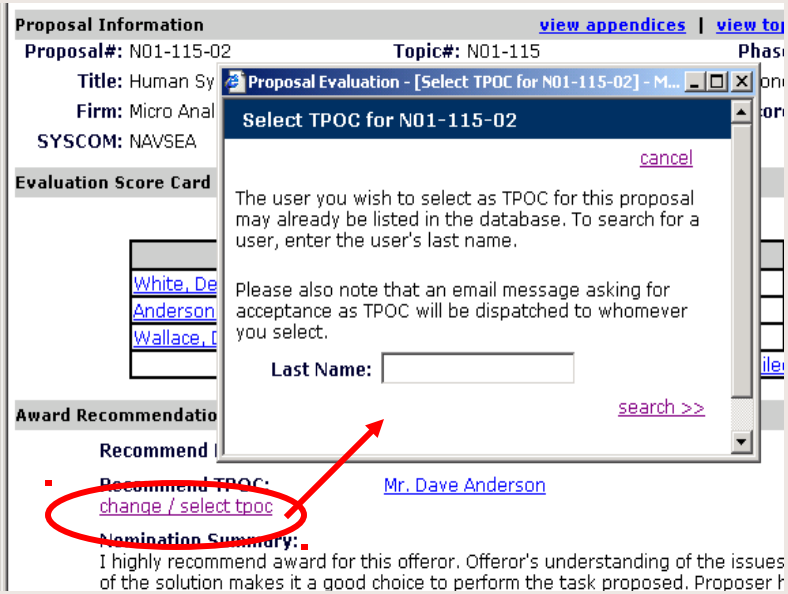
- To access the worksheet, click on the proposal number from the Award Nomination Data Grid.
- The worksheet has an editable section at the bottom of the page that the Chair will complete.
- The worksheet also provides quick access to evaluator comments and scores, as well as additional proposal and topic information.

Editing the Worksheet



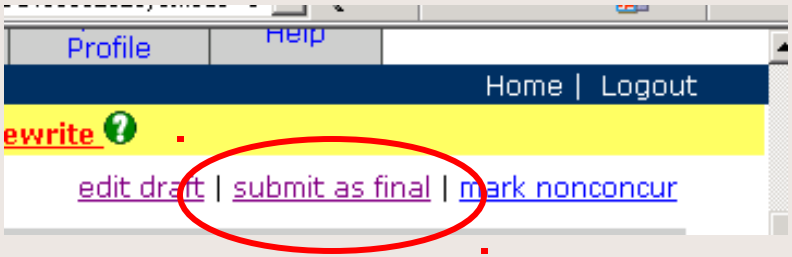
- To edit the worksheet, click on the "edit draft" hyperlink.
- This will make the bottom portion of the screen editable.
- Complete by selecting "yes" or "no" for the recommendation and provide a nomination summary / justification in the text area.
- Once you are done editing, click on the "Save Draft" hyperlink to save your changes.

Selecting a TPOC


Proposal Information
view appendices | view to
Proposal#: N01-115-02
Topic#: N01-115
Title: Human Sy
Firm: Micro Anal
SYSCOM: NAVSEA
Evaluation Score Card
White, De
Anderson
Wallace, D
Award Recommendatio
Recommend
change / select tpoc
Mr. Dave Anderson
I highly recommend award for this offeror. Offeror's understanding of the issues
of the solution makes it a good choice to perform the task proposed. Proposer h
Proposal Evaluation - [Select TPOC for N01-115-02] - M...
Select TPOC for N01-115-02
cancel
The user you wish to select as TPOC for this proposal may already be listed in the database. To search for a user, enter the user's last name.
Please also note that an email message asking for acceptance as TPOC will be dispatched to whomever you select.
Last Name:
search >>

- After you save your changes, you may then select a TPOC.
- To select a TPOC, click on the “change/select tpoc” hyperlink.
- This will pop up a smaller window that will guide you through selecting or adding a TPOC.
- After you have selected the TPOC, an email will be dispatched to them informing them that they have been selected as TPOC for this proposal.

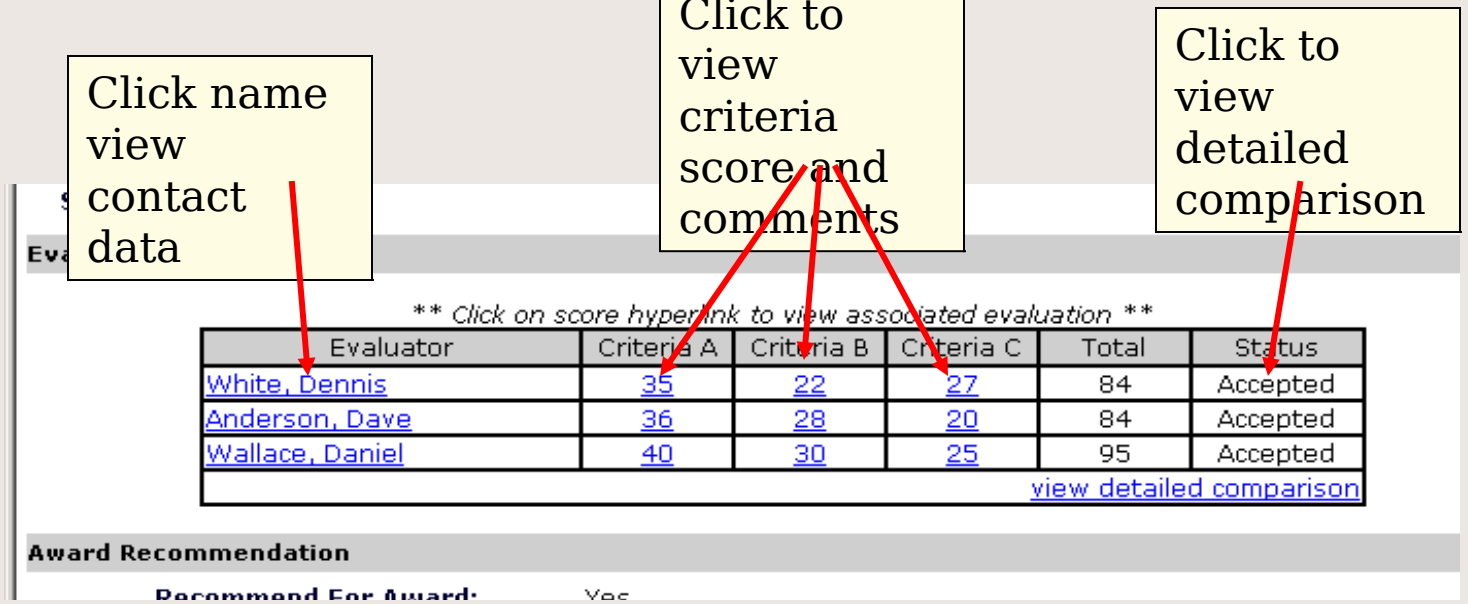
Submitting the Nomination



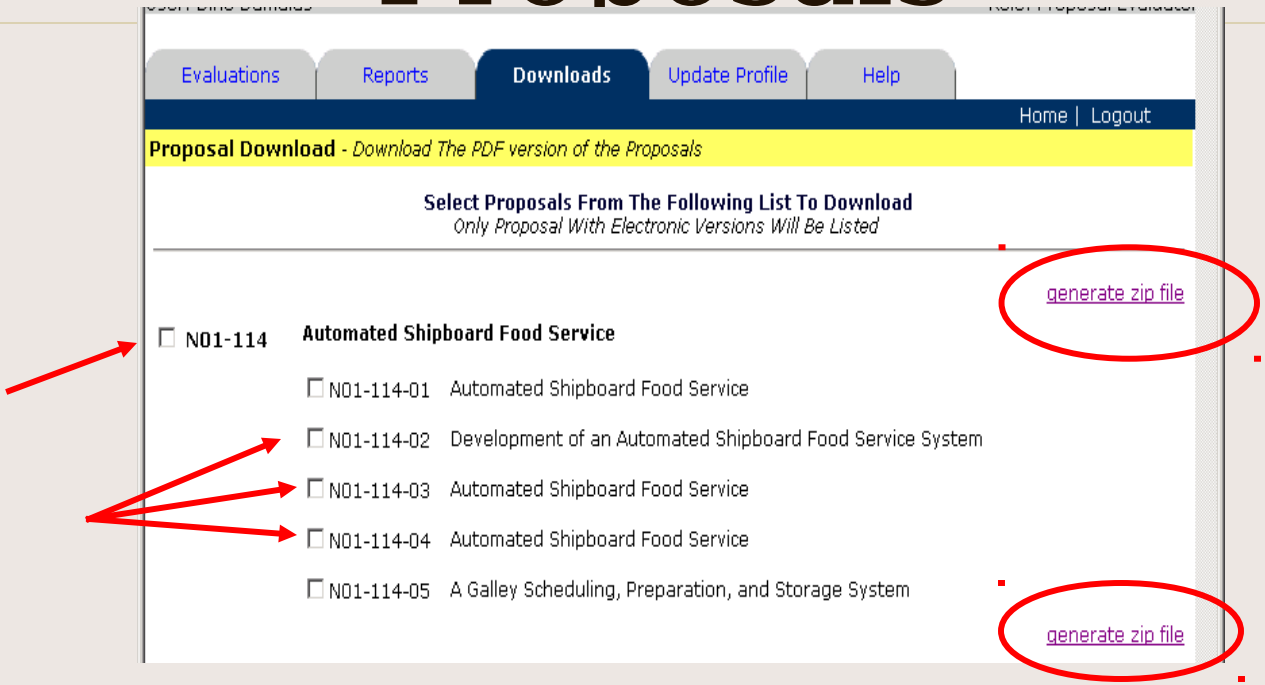
- Once you have completed your changes, selected your TPOC, and are satisfied with the nomination, the next step is to submit it to the Sponsor.
- To submit to the Sponsor, click on the “Submit as Final” hyperlink located at the top right hand corner.
- This action will validate your data and submit it to the Sponsor.

Additional Features

- The middle section of the form has an Evaluation Score Card.
- From the score card you can access Evaluator contact information, criteria scores and comments, and detailed comparisons.



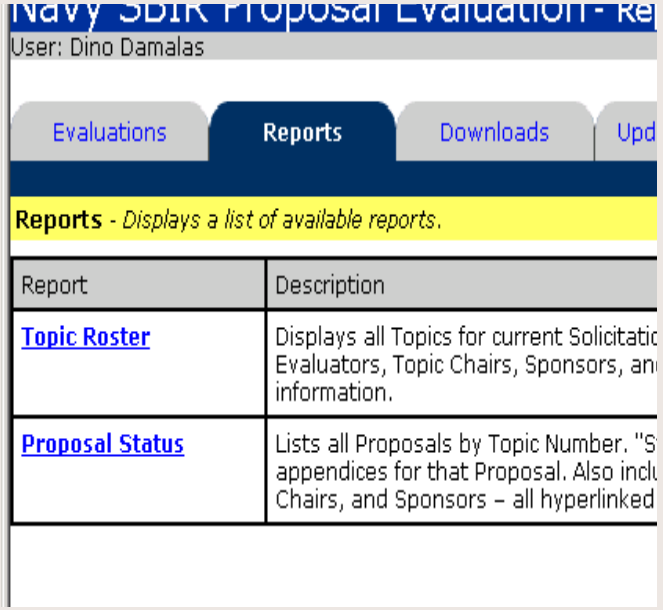
Batch Downloading of Proposals


Evaluations
Reports
Downloads
Update Profile
Help
Home | Logout
Proposal Download - Download The PDF version of the Proposals
Select Proposals From The Following List To Download
Only Proposal With Electronic Versions Will Be Listed
generate zip file
N01-114 Automated Shipboard Food Service
N01-114-01 Automated Shipboard Food Service
N01-114-02 Development of an Automated Shipboard Food Service System
N01-114-03 Automated Shipboard Food Service
N01-114-04 Automated Shipboard Food Service
N01-114-05 A Galley Scheduling, Preparation, and Storage System
generate zip file

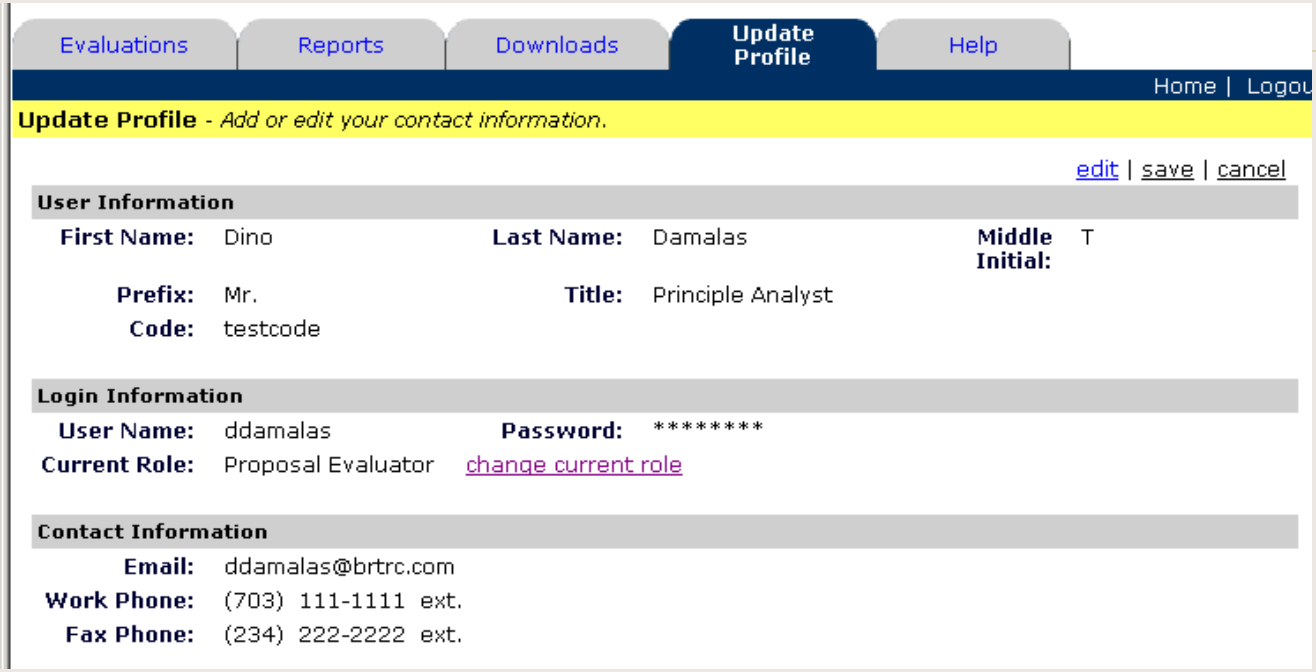
- Batch downloads allow you to download all your proposals in PDF format in a single file.
- To use this feature, click on the "**Downloads**" tab on the navigation bar.
- Next, check off all of the proposals you wish to download. You may automatically check all of the proposals in a topic by clicking on the check box located next to the Topic Number.
- Once you have selected the proposals, click on "**Generate Zip File**" to download all of your proposals in a compressed file call a zip file.

Reports

- Reports are provided to assist you in keeping track of what is going on with your proposals and evaluations.
- Reports may vary depending on your role.
- To access reports, click on the "**Reports**" tab located on the navigation bar.



Update Profile



- The update profile feature allows you to edit your contact information or change your password as needed.
- If you have multiple roles, you may use this page to switch between your roles.
- To access, click on the "**Update Profile**" tab located on the navigation bar.

Getting Help

- To get help or review tutorials, click on the “Help” tab located in the navigation bar.
- Here you will find FAQs, videos, and descriptions of the pages to assist you.

Additional Notes

- **Rewrites**
  - After you have submitted your nomination, there maybe times in which the Sponsor may ask you to rewrite your nomination.
  - When a rewrite occurs, the status of your nomination will change to “Rewrite” and you will be allowed to edit your nomination.
  - If a rewrite does occur, you will be notified via email with the Sponsor’s comments. You may also lookup the chair’s comments in the “Worksheet History” feature.

- **NonConcurs**
  - If a Sponsor has asked you to rewrite your nomination and you feel adamant about your existing nomination, you may choose to mark the evaluation as “***NonConcur***”.
  - A ***NonConcur*** signifies that you are not willing to change your nomination and the Sponsor will be notified via email.
  - Please use this feature only as a last resort when communication between you and the Sponsor has broken down.
  - The “***NonConcur***” option will show up on the form next to the “Save Draft” hyperlink only if the nomination has been marked as “Rewrite”. If you choose this option, you will be forced to justify why you have chosen to mark this nomination as nonconcur.

Frequently Asked Questions

- **“When downloading a specific proposal, I get multiple files for the same proposal or an additional zip file.”**
  - This is because the firm that submitted the proposal protected their PDF from alteration. During the setup process, we download all the evaluations from the DoD site and merge them with the CCR, A&B, and Cost Proposal. We cannot merge the documents if the Firm has protected their technical evaluation, so we zip all the files together an present them as one download.

- **“After saving the nomination, I do not see the changes I have made.”**
  - Sometimes your browser will cache the page. Simply hitting refresh or reload should get a new copy of the page.

Additional Assistance

- For procedural questions such as due dates and responsibilities, please contact your Topic Chair or Sponsor.

- For technical assistance, please contact:
  - Lore-Anne Ponirakis at poniraks@brtrc.com
  - Dino Damalas at ddamalas@brtrc.com